

439
—
1.2m

College AND UNIVERSITY Business

VOLUME II

JANUARY TO JUNE, INCLUSIVE

1947



COLLEGE AND UNIVERSITY BUSINESS
CHICAGO
1947

INDEX TO VOLUME 2

JANUARY TO JUNE 1947

The various articles are indexed under the author and subject. Abbreviations used in this index are: Ja, January; F, February; Mr, March; Ap, April; My, May; J, June; (Ed.) Editorial; (G.E.) Guest Editorial; op., opposite; (O.P.) Continuing Study of Operating Practice; (P.) Portfolio; (Q.A.) Questions and Answers.

Abbott, Henry B., Purchasing agent needs catalog fileJ 7
What about purchasing (O.P.).....Ja 31
Accidents: See Safety Programs
Accounting, that problem of student accounts, J. L. BrowningMr 25
See also Finance
Ackerman, Frederick L., Administration needs its own quarters.....F 10
Administration, administrative management in a university, F. Pieper.....Ap 4
are we G.I. crazy (Ed.).....Ap 3
as viewed by trustee, L. Bell.....My 4
back away bit (Ed.).....F 3
Chicago faculty contracts restrict outside income, R. Frodin.....J 4
financing and operating student center, W. S. Anderson.....Ap 11
food costs (Ed.).....Ja 3
getting along with personnel (Q.A.).....J 36
good management, H. L. Wells.....Ja 4
instruction comes first, E. D. Whittlesey (G.E.).....F op. 1
keeping up with Joneses (Ed.).....J 3
maintenance responsibilities (Q.A.).....Mr 38
needs its own quarters, F. L. Ackerman.....F 10
organize, deputize and supervise (Ed.).....My 3
professional competence (Ed.).....Ja 3
12 investment principles, J. O. Gross.....J 22
we dare not fail, J. D. Russell (G.E.).....Ja op. 1
well done (Ed.).....Ja 3
Admissions and Registration, how smaller colleges can afford machine tabulation, H. S. Meister and A. J. PhiebigF 26
it's easy to register at Michigan State, K. H. Smith.....Ja 7
Aid to Students: See Student Funds
Alabama Polytechnic Institute, double rooms for Auburn men, S. F. Brewster (P.).....Mr 10
Altfällisch, Charles, Unique features for Luther girls (P.).....Mr 18
Alumni: See Associations and Organizations
American University of Beirut, maintenance methods in Middle East, A. K. Nahhas.....Ap 28
Amherst College, system of key control, H. G. Johnson.....Ap 26
Anderson, Winslow S., Financing and operating student center.....Ap 11
Annual Reports: See Reports
Anthony, Jamie R., How to take care of rolling stock.....Mr 30
Architects: See Plant Additions and Campus Expansion
Associations and Organizations, alumni secretary and his job, J. F. Manak Jr.Ap 22
conventionally speaking (Ed.).....J 3
directory of.....Ja 44.
F 44, Mr 44, Ap 44, My 40, J 42
location of alumni office (Q.A.).....Mr 38
new faces at conventions (Ed.).....Ap 3
Athletics, physical education facilities for women students, R. E. Houston.....J 12
Automotive Services, how to take care of rolling stock, J. R. Anthony.....Mr 30

Auxiliary Enterprises, Cornell has its own water supply, F. R. Georgia.....Ja 28
cross plan selected for Denver, H. C. Toll (P.).....Mr 14
decent housing for married students, H. L. Kamphoefner (P.).....Mr 11
dollars and sense in dormitory finance, H. A. Bork.....F 4
dormitories flank dining hall, G. F. Denniston.....Ja 13
dormitory rentals (Q.A.).....J 36
double rooms for Auburn men, S. F. Brewster (P.).....Mr 10
hilltop site for St. Olaf men's hall, A. O. Lee (P.).....Mr 22
how to select room furnishings, R. S. Godfrey.....J 27
if you are going to build, H. Hayes (P.).....Mr 4
inventory control: no place for guesswork, C. W. Hayes.....F 6
linens, their purchase and handling, E. Gibbs.....My 20
ments laboratory for training and research, R. W. Snyder.....J 16
no drab dormitories at colorful Colby, S. I. Sherburne.....F 32
paper does personnel job, K. G. Hansen.....F 20
seven units in Vanderbilt quadrangle, G. D. Henderson (P.).....Mr 16
single rooms for Skidmore girls, L. E. Jallade (P.).....Mr 6
small college radio station, E. C. Jacobson.....My 12
thousand students under one roof, Eggers and Higgins; Burns and James (P.).....Mr 20
unique features for Luther girls, C. Altfällisch (P.).....Mr 18
Virginia adheres to classic style, Eggers & Higgins and Baskervill & Son (P.).....Mr 8
what kind of dormitory furniture, W. J. Buntain (P.).....Mr 23

Barrows, Leland, Hurry-up housing.....F 14
Baskervill & Son: See Eggers & Higgins, jt. auth.
Bell, Laird, Administration as viewed by trustee.....My 4
Bevis, Howard L., Ohio Inter-University Council.....F 18
Blackwell, T. E., Is your campus "covered".....Mr 26
Bogue, Jesse P., Junior college picks up speed (G.E.).....J op. 1
Bookstores, it's not size, it's system, A. E. Knutson.....Ap 30
See also Auxiliary Enterprises
Bork, H. A., Dollars and sense in dormitory finance.....F 4
Brewster, Sam F., Double rooms for Auburn men (P.).....Mr 10
Browning, J. L., That problem of student accounts.....Mr 25
Bryan, Mary deGarmo, Keep student rates down by control of food costs.....Ja 23
Budget, department budgeting (Q.A.).....F 37
for private college (Q.A.).....F 37
See also Finance
Buntain, Willard J., What kind of dormitory furniture (P.).....Mr 23
Burns & James: See Eggers & Higgins, jt. auth.
Business Organization, dollars and sense in dormitory finance, H. A. Bork.....F 4
filing of collection letters (Q.A.).....Ap 37
good management, H. L. Wells.....Ja 4
handling time taking problems (Q.A.).....My 34
office and public, T. C. Carlson.....J 15

BUSINESS ORGANIZATION, Cont.
pay roll headache (Q.A.).....My 34
purchasing agent needs catalog file, H. B. Abbott.....J 7
this was army, Mister Jones, H. Mutispaugh.....Ja 18
See also Administration

Cafeterias: See Food and Food Service
Cain, J. Harvey, Is federal aid our only hope (G.E.).....My op. 1
Campus Expansion: See Plant Additions and Campus Expansion
Carleton College, facultyville.....F 13
tries flat fee, B. Pollock.....Ap 7
Carlson, T. C., Business office and public.....J 15
Chambers, M. M., Damage suits against universities.....Mr 35
Exemption from state taxes.....Ap 35
Interpreting bequests.....My 27
Interpreting state appropriation acts.....F 27
Recent decisions on charitable trusts.....J 32
Taking property by condemnation.....Ja 35
Christensen, William L., Back to annual orders.....My 28
Colby College, no drab dormitories at, S. I. Sherburne.....F 32
College Unions, are tailor made (Ed.).....My 3
financing and operating student center, W. S. Anderson.....Ap 11
location of alumni office (Q.A.).....Mr 38
Ripon builds, R. G. Rashid.....Ap 12
who runs union food service (Q.A.).....Ap 37
Community Relations: See Auxiliary Enterprises; Publicity and Public Relations
Conrad, A. F., Down go elms to check phloem necrosis.....J 24
Construction: See Plant Additions and Campus Expansion
Consulting Engineers: See Plant Additions and Campus Expansion
Controls: See Overall Controls
Corley, James H., Winning friends and influencing taxpayers at state university.....Ja 6
Cornell University, has its own water supply, F. R. Georgia.....Ja 28
Courts: See Legal Decisions and Legislation
Culver Military Academy, faculty quarters in 145 days, A. R. Elliott.....Ap 18

Davis, Ellery L., Nebraska's new armory building.....My 10
Denniston, George F., dormitories flank dining hall.....Ja 13
Depreciation: See Investment Management
Designs and Plans: See Plant Additions and Campus Expansion
Dickason, Donald E., What about non-academic personnel (O.P.).....Mr 32
Dining Halls: See Auxiliary Enterprises; Food and Food Service
Directors: See Governing Boards
Disability Systems: See Staff Welfare
Disbursements: See Accounting
Dishwashing: See Food and Food Service
Dormitories: See Auxiliary Enterprises

Edwards, Newton, How many students in 1960 and 1970.....Ja 26
Eggers & Higgins and Baskervill & Son, Virginia adheres to classic style (P.).....Mr 8
Eggers & Higgins and Burns & James, thousand students under one roof (P.).....Mr 20

Elleman, Paul H., Good-by, summer weeds	F	34
Elliott, Col. Allen R., faculty quarters in 145 days	Ap	18
Elmira College, little gay home in East	F	31
Employees: See Personnel		
Employment of Students: See Student Funds		
Endowments, classifying endowment funds (Q.A.)	Ap	37
how to solicit funds (Q.A.)	Ja	37
interpreting bequests, M. M. Chambers	My	27
money for women's colleges (Q.A.)	Mr	38
recent decisions on charitable trusts, M. M. Chambers	J	32
safeguarding, J. O. Gross	Ap	8
12 investment principles, J. O. Gross	J	22
where to turn for funds, H. Weeks	My	14
See also Finance; Tuition		
Enrollments, how many students in 1960 and 1970, N. Edwards	Ja	26
Equipment, good-by, summer weeds, P. H. Elleman	F	34
how to take care of rolling stock, J. R. Anthony	Mr	30
seven years of generating electric power, A. B. Lambdin	My	29
sitting pretty on refinished furniture, W. B. Forster	Ja	32
what about heating and ventilating, W. L. Krogman (O.P.)	My	32
See also Purchasing and Stores		
Experiment Stations: See Instructional and Research Departments		

F aculty: See Personnel		
Farms: See Auxiliary Enterprises, Instructional and Research Departments		
Federal Aid: See Government Agencies		
Federal Control: See Overall Controls		
Finance, Carleton tries flat fee, B. Pollock	Ap	7
Collections of funds (Q.A.)	Ja	37
dollars and sense in dormitory finance, H. A. Bork	F	4
dormitory rentals (Q.A.)	J	36
federal funds go to college, E. V. Hollis	Ap	23
financing and operating student center, W. S. Anderson	Ap	11
is federal aid our only hope, J. H. Cain (G.E.)	My op.	1
keeping up with Joneses (Ed.)	J	3
keep student rates down by control of food costs, M. deG. Bryan	Ja	23
Mount Holyoke tackles inflation, H. High	F	22
no gravy train (Ed.)	Mr	3
Ripon builds college union, R. G. Rashid	Ap	12
seven years of generating electric power, A. B. Lambdin	My	29
suggestions on federal financing, L. Morey (G.E.)	Ap op.	1
that problem of student accounts, J. L. Browning	Mr	25
to build or not to build in 1947, A. W. Peterson	Ap	9
12 investment principles, J. O. Gross	J	22
united Negro college fund sets pattern, W. J. Trent Jr.	J	21
where to turn for funds, H. Weeks	My	14
Financial Campaigns, financing and operating student center, W. S. Anderson	Ap	11
how to solicit funds (Q.A.)	Ja	37
Mount Holyoke tackles inflation, H. High	F	22
united Negro college fund sets pattern in finance, W. J. Trent Jr.	J	21
See also Publicity and Public Relations; Reports		
Financial Reports: See Reports		
Fire Prevention: See Safety Programs		
Floors: See Plant Operation and Maintenance		
Food and Food Service, dormitories flank dining hall, G. F. Denniston	Ja	13
essentials of food sanitation, M. P. Horwood	My	16
food costs (Ed.)	Ja	3
high altitude cooking, E. J. Thiesen	Ap	32
keep student rates down by control of food costs, M. deG. Bryan	Ja	23
lost: art of food buying, A. Vitali	Mr	28

FOOD AND FOOD SERVICE, Cont.		
meats laboratory for teaching and research, R. W. Snyder	J	16
on cooperative plan, G. C. Hoke	F	29
profitable freeze (Q.A.)	Ja	37
so we modernized commons, S. Streit	Ja	21
this building for food only, L. W. Fry	Ap	15
what's on menu today, J. P. Nye	J	34
who runs union food service (Q.A.)	Ap	37
Forster, W. B., Sitting pretty on refinished furniture	Ja	32
Frodin, Reuben, Chicago faculty contracts restrict outside income	J	4
Fry, Lynn W., This building for food only	Ap	15
Funds: See Finance, Student Funds		
Furnishings, how to select room furnishings, R. S. Godfrey	J	27
linens, their purchase and handling, E. Gibbs	My	20
no drab dormitories at colorful Colby, S. I. Sherburne	F	32
sitting pretty on refinished furniture, W. B. Forster	Ja	32
what kind of dormitory furniture, W. J. Buntain (P.)	Mr	23
G orgia, F. R., Cornell has its own water supply	Ja	28
Georgia School of Technology, decent housing for married students, H. L. Kamphoefner (P.)	Mr	11
Gibbs, Elizabeth, Linens, their purchase and handling	My	20
Godfrey, Rosalie S., How to select room furnishings	J	27
Governing Boards, administration as viewed by trustee, L. Bell	My	4
good management, H. L. Wells	Ja	4
Government Agencies, amended payment procedures on V.A. contracts, N. R. Henson	Ja	10
federal funds go to college, E. V. Hollis	Ap	23
hurry-up housing, L. Barrows	F	14
is federal aid our only hope, J. H. Cain (G.E.)	My op.	1
no gravy train (Ed.)	Mr	3
suggestions on federal financing, L. Morey (G.E.)	Ap op.	1
without strings (Ed.)	Ap	3
Gregg, H. C., What staff benefits do you provide	My	6
Gross, John O., Safeguarding endowments	Ap	8
12 investment principles	J	22
Grounds, down go elms to check phloem necrosis, A. F. Conrad	J	24
good-by, summer weeds, P. H. Elleman	F	34
ground cover as landscape feature, C. F. Mack	My	24
maintenance methods in Middle East, A. K. Nahhas	Ap	28
should arboretum be formal (Q.A.)	My	34
trees need intelligent care, H. B. MacNamee	Mr	31
Grounds: See also Plant Operation and Maintenance		
Group Life Insurance Plans: See Staff Welfare		
Gymnasiums: See Athletics; Plant Additions and Campus Expansion		

H agerup, L. W., Safety can be bought	Ap	34
Hansen, Kathryn G., Paper does personnel job	F	20
Hayes, Charles W., Inventory control: no place for guesswork	F	6
Hayes, Harriet, If you are going to build (P.)	Mr	4
Heating and Power Plant: See Plant Operation and Maintenance		
Henderson, Gerald D., Seven units in Vanderbilt quadrangle (P.)	Mr	16
Henson, N. R., Amended payment procedures on V.A. contracts	Ja	10
Higgins: See Eggers, jt. auth.		
High, Helen, Mount Holyoke tackles inflation	F	22
Hoar, Gerald J., what about laundries (O.P.)	F	36
Hoke, George C., Food service on cooperative plan	F	29
Hollis, Ernest V., Federal funds go to college	Ap	23

H orwood, Murray P., Essentials of food sanitation	My	16
Housing, cross plan selected for Denver, H. C. Toll (P.)	Mr	14
decent housing for married students, H. L. Kamphoefner (P.)	Mr	11
double rooms for Auburn men, S. F. Brewster (P.)	Mr	10
faculty quarters in 145 days, A. R. Elliott	Ap	18
facultyville	F	13
hilltop site for St. Olaf men's hall, A. O. Lee (P.)	Mr	22
hurry-up, L. Barrows	F	14
if you are going to build, H. Hayes (P.)	Mr	4
little gay home in East	F	31
seven units in Vanderbilt quadrangle, G. D. Henderson (P.)	Mr	16
single rooms for Skidmore girls, L. E. Jallade (P.)	Mr	6
so we modernized commons, S. Streit	Ja	21
thousand students under one roof, Eggers & Higgins and Burns & James (P.)	Mr	20
unforgivable (Ed.)	F	3
unique features for Luther girls, C. Altfillisch (P.)	Mr	18
Virginia adheres to classic style, Eggers & Higgins and Baskerville & Son (P.)	Mr	8
Houston, Ruth Elliott, Physical education facilities for women students	J	12

I llinois Wesleyan University, social center for small college, J. E. Spring	My	8
Income: See Auxiliary Enterprises, Endowments, Tuition		
Indiana University, thousand students under one roof, Eggers & Higgins and Burns & James (P.)	Mr	20
Instructional and Research Departments, high altitude cooking, E. J. Thiesen	Ap	32
meats laboratory for teaching and research, R. W. Snyder	J	16
without strings (Ed.)	Ap	3
Insurance, is your campus "covered," T. E. Blackwell	Mr	26
what staff benefits do you provide, H. C. Gregg	My	6
Insurance: See also Staff Welfare		
Interior Decoration: See Furnishings		
Inventories: See Purchasing and Stores		
Investment Management, classifying endowment funds (Q.A.)	Ap	37
safeguarding endowments, J. O. Gross	Ap	8
12 principles, J. O. Gross	J	22
See also Finance		
Iowa State Teachers College, arts and industries building for, D. Morgan	F	12

J acobson, E. C., Small college radio station	My	12
Jallade, Louis E., Single rooms for Skidmore girls (P.)	Mr	6
James: See Eggers & Higgins, jt. auth.		
Janitorial Service, training program for maintenance men, L. W. Winkel	Ja	24
See also Plant Operation and Maintenance; Personnel		
Job Training: See Personnel		
Johnson, Herbert G., Amherst's system of key control	Ap	26
Junior College, picks up speed, J. P. Bogue (G.E.)	J op.	1

K ey Office, Key Control: See Plant Operation and Maintenance		
Krogman, W. L., What about heating and ventilating (O.P.)	My	32
Knutson, Arnold E., It's not size, it's system in bookstores	Ap	30

L aboratory Service: See Instructional and Research Departments		
Lambdin, Allen B., Seven years of generating electric power	My	29
Landscape: See Grounds		

Laundry, what about laundries, G. J. Hoar (O.P.)	F 36
See also Auxiliary Enterprises; Plant Operation and Maintenance	
Lawns: See Grounds	
Lee, A. O., hilltop site for St. Olaf men's hall (P.)	Mr 22
Legal Decisions and Legislation, damage suits against universities, M. M. Chambers	Mr 35
exemption from state taxes, M. M. Chambers	Ap 35
interpreting bequests, M. M. Chambers	My 27
interpreting state appropriation acts, M. M. Chambers	F 27
recent decisions on charitable trusts, M. M. Chambers	J 32
taking property by condemnation, M. M. Chambers	Ja 35
Legislation: See Legal Decisions and Legislation	
Liability: See Insurance	
Linens: See Furnishings	
Livingston, C. A., Well planned service building	J 18
Loan Funds: See Student Funds	
Luther College, unique features for Luther girls, C. Altfällisch (P.)	Mr 18

Mack, Carl F., Ground cover as landscape feature	My 24
MacNamee, Homer B., Trees need intelligent care	Mr 31
Maintenance: See Plant Operation and Maintenance	
Manak, Joseph F. Jr., Alumni secretary and his job	Ap 22
Massachusetts Institute of Technology, essentials of food sanitation, M. P. Horwood	My 16
McIver, A. V., Much depends upon architect	Ja 16
Mechanical Accounting, how smaller colleges can afford machine tabulation, H. S. Meister and A. J. Phiebig	F 26
it's easy to register at Michigan State, K. H. Smith	Ja 7
mechanical accounting (Q.A.)	Mr 38
what about accounting procedures (O.P.)	J 30
Meister, Helen S., and Phiebig, Albert J., How smaller colleges can afford machine tabulation	F 26
Memorials: See Plant Additions and Campus Expansion	
Michigan State College, it's easy to register at, K. H. Smith	Ja 7
Moore, Robert F., What about non-academic wages (O.P.)	Ap 20
Morey, Lloyd, Suggestions on federal financing (G.E.)	Ap op. 1
Morgan, Dane, Arts and Industries building	F 12
Mount Holyoke, tackles inflation, H. High	F 22
Municipal Controls: See Overall Controls	
Mutispaugh, Harold, This was army, Mister Jones	Ja 18

Nahhas, Aziz K., Maintenance methods in Middle East	Ap 28
New School for Social Research, how smaller colleges can afford machine tabulation, H. S. Meister and A. J. Phiebig	F 26
News of month	Ja 39
F 39, Mr 39, Ap 39, My 34, J 37	
Nonacademic Employees: See Personnel	
Northwestern University, what kind of dormitory furniture, W. J. Buntain (P.)	Mr 23
Nye, Joseph P., What's on menu today	J 34
Office Management: See Administration; Business Organization	
Ohio Inter-University Council, H. L. Bevis	F 15
Ohio Wesleyan University, new Sturges hall, aged 91, J. Toedtman	Ja 14
Organizations: See Associations and Organizations	
Overall Controls, dormitory rentals (Q.A.)	J 36

OVERALL CONTROLS, Cont.	
exemption from state taxes, M. M. Chambers	Ap 35
no gravy train (Ed.)	Mr 3
Ohio Inter-University Council, H. L. Bevis	F 15
Patterson, Stanley, Are we overbuilding (G.E.)	Mr op. 1
Pay Roll, headache (Q.A.)	My 34
what about nonacademic personnel, D. E. Dickason	Mr 32
what about nonacademic wages, R. F. Moore (O.P.)	Ap 20
See also Accounting; Finance	
Pay Roll Deductions for Welfare Purposes: See Staff Welfare	
Pension Plans: See Staff Welfare	
Personnel, about retirement (Q.A.)	F 37
Chicago faculty contracts restrict outside income, R. Frodin	J 4
essentials of food sanitation, M. P. Horwood	My 16
getting along with (Q.A.)	J 36
good management, H. L. Wells	Ja 4
in-service training (Q.A.)	Ap 37
new faces at conventions (Ed.)	Ap 3
on-the-job training (Ed.)	My 3
paper does personnel job, K. G. Hansen	F 20
professional competence (Ed.)	Ja 3
training program for maintenance men, L. W. Winkel	Ja 24
what about nonacademic, D. E. Dickason (O.P.)	Mr 32
what about nonacademic wages, R. F. Moore (O.P.)	Ap 20
Peterson, A. W., To build or not to build in 1947	Ap 9
Peterson, Frank D., Can we afford to build now	J 9
Phiebig, Albert J.: See Meister, Helen S., jt. auth.	
Pieper, Frank, Administrative management in a university	Ap 4
Plant Additions and Campus Expansion, administration needs its own quarters, F. L. Ackerman	F 10
are we overbuilding, S. Patterson (G.E.)	Mr op. 1
arts and industries building for Iowa State Teachers College, D. Morgan	F 12
can we afford to build now, F. D. Peterson	J 9
college unions are tailor made (Ed.)	My 3
cross plan selected for Denver, H. C. Toll (P.)	Mr 14
decent housing for married students, H. L. Kamphoefner (P.)	Mr 11
dormitories flank dining hall, G. F. Denniston	Ja 13
double rooms for Auburn men, S. F. Brewster (P.)	Mr 10
faculty quarters in 145 days, A. R. Elliott	Ap 18
hilltop site for St. Olaf men's hall, A. O. Lee (P.)	Mr 22
if you are going to build, H. Hayes (P.)	Mr 4
it's not size, it's system in bookstores, A. E. Knutson	Ap 30
minimum space per student (Q.A.)	Ap 37
much depends upon architect, A. V. McIver	Ja 16
Nebraska's new armory building, E. L. Davis	My 10
new Sturges hall, aged 91, J. Toedtman	Ja 14
physical education facilities for women students, R. E. Houston	J 12
Ripon builds college union, R. G. Rashid	Ap 12
science building at women's college	F 8
seven units in Vanderbilt quadrangle, G. D. Henderson (P.)	Mr 16
should arboretum be formal (Q.A.)	My 34
single rooms for Skidmore girls, L. E. Jallade (P.)	My 6
so we modernized commons, S. Streit	Ja 21
social center for small college, J. E. Spring	My 8
this building for food only, L. W. Fry	Ap 15
thousand students under one roof, Eggers & Higgins and Burns & James	Mr 20
to build or not to build in 1947, A. W. Peterson	Ap 9
unique features for Luther girls, C. Altfällisch (P.)	Mr 18

PLANT ADDITIONS, Cont.	
Virginia adheres to classic style, Eggers & Higgins and Baskerville & Son (P.)	Mr 5
well planned service building, C. A. Livingston	J 18
Plant Operation and Maintenance, Amherst's system of key control, H. G. Johnson	Ap 26
Cornell has its own water supply, F. R. Georgia	Ja 28
dormitory floor covering (Q.A.)	My 34
down go elms to check phloem necrosis, A. F. Conrad	J 24
driving old buggy (Ed.)	F 3
good-by, summer weeds, P. H. Elleman	F 34
ground cover as landscape feature, C. F. Mack	My 24
how to take care of rolling stock, J. R. Anthony	Mr 30
inventory control on repairs (Q.A.)	Ja 37
little gay home in East	F 31
maintenance methods in Middle East, A. K. Nahhas	Ap 28
maintenance responsibilities (Q.A.)	Mr 38
procuring product tests (Q.A.)	Ja 37
seven years of generating electric power, A. B. Lambdin	My 29
sitting pretty on refinished furniture, W. B. Forster	Ja 32
training program for maintenance men, L. W. Winkel	Ja 24
trees need intelligent care, H. B. MacNamee	Mr 31
well planned service building, C. A. Livingston	J 18
what about heating and ventilating, W. L. Krogman (O.P.)	My 32
Pollock, Bruce, Carleton tries flat fee	Ap 7
Public Opinion: See Overall Controls; Publicity and Public Relations	
Publications, paper does personnel job, K. G. Hansen	F 20
Publicity and Public Relations, alumni secretary and his job, J. F. Manak Jr.	Ap 22
business office and public, T. C. Carlson	J 15
care and feeding of speakers, E. Wheeler	F 24
good manners (Ed.)	F 3
how to solicit funds (Q.A.)	Ja 37
instruction comes first, E. D. Whittlesey (G.E.)	F op. 1
money for women's colleges (Q.A.)	Mr 38
Mount Holyoke tackles inflation, H. High	F 22
small college radio station, E. C. Jacobson	My 12
united Negro college fund sets pattern in finance, W. J. Trent Jr.	J 21
we dare not fail, J. D. Russell (G.E.)	Ja op. 1
where to turn for funds, H. Weeks	My 14
winning friends and influencing taxpayers at state university, J. H. Corley	Ja 6
your money's worth in public relations, W. E. Reck	F 16
Purchasing and Stores, back to annual orders, W. L. Christensen	My 23
escalator clauses going out (Ed.)	J 3
how to select room furnishings, R. S. Godfrey	J 27
inventory control: no place for guesswork, C. W. Hayes	F 6
inventory control on repairs (Q.A.)	Ja 37
linens, their purchase and handling, E. Gibbs	My 20
lost: art of food buying, A. Vitall	Mr 28
procuring product tests (Q.A.)	Ja 37
purchasing agent needs catalog file, H. B. Abbett	J 7
safety can be bought, L. W. Hagerup	Ap 34
this was army, Mister Jones, H. Mutispaugh	Ja 18
what about, H. B. Abbett (O.P.)	Ja 31
Purdue University, decent housing for married students, H. L. Kamphoefner (P.)	Mr 11
it could happen to you (Ed.)	Mr 3
purchasing agent needs catalog file, H. B. Abbett	J 7
what caused bleachers to collapse	Mr 43

Radio: See Auxiliary Enterprises	
Rashid, Robert G., Ripon builds college union	Ap 12

Reck, W. Emerson, Your money's worth in public relations.....F 16
 Recruiting: See Publicity and Public Relations
 Regents: See Governing Boards
 Registration: See Admissions and Registration
 Relationships With Governmental Agencies: See Government Agencies
 Reports, winning friends and influencing taxpayers at state university, J. H. Corley.....Ja 6
 Research: See Instructional and Research Departments
 Residence Halls: See Auxiliary Enterprises
 Retirement: See Staff Welfare
 Rochester Institute of Technology, food service on cooperative plan, G. C. Hoke.....F 29
 Roving Reporter.....Ja 38, F 38, Mr 37, Ap 38
 Russell, John Dale, We dare not fail (G.E.).....Ja op. 1

Safety Programs, it could happen to you (Ed.).....Mr 3
 hilltop site for St. Olaf men's hall, A. O. Lee (P.).....Mr 22
 night vigil (Q.A.).....F 37
 safety can be bought, L. W. Hagerup.....Ap 34
 small college radio station, E. C. Jacobson.....My 12
 unforgivable (Ed.).....F 3
 what caused bleachers to collapse at Purdue.....Mr 43
 Salaries: See Pay Roll; Personnel
 Sherburne, Sally L., No drab dormitories at colorful Colby.....F 32
 Shrubbery: See Grounds
 Skidmore College, single rooms for Skidmore girls, L. E. Jallade (P.).....Mr 6
 Smith, Kermit H., It's easy to register at Michigan State.....Ja 7
 Snyder, Roy W., Meats laboratory for training and research.....J 16
 Social Security: See Staff Welfare
 Spring, Joseph E., Social center for small college.....My 8
 Staff Welfare, about retirement (Q.A.).....F 37
 retirement benefits on increase.....Mr 27
 security or else (Ed.).....Mr 3
 what staff benefits do you provide, H. C. Gregg.....My 6
 Standards, are we G.I. crazy (Ed.).....Ap 3
 essentials of food sanitation, M. P. Horwood.....My 16
 minimum space per student (Q.A.).....Ap 37
 State College of Washington, so we modernized commons, S. Streit.....Ja 21
 State Controls: See Overall Controls
 State University of Iowa, decent housing for married students, H. L. Kamphoefner (P.).....Mr 11
 Statistical Studies, federal funds go to college, E. V. Hollis.....Ap 23

STATISTICAL STUDIES, Cont.
 high altitude cooking, E. J. Thiessen.....Ap 32
 to build or not to build in 1947, A. W. Peterson.....Ap 9
 what about accounting procedures (O.P.).....J 30
 what about heating and ventilating, W. L. Krogman (O.P.).....My 32
 what about laundries, G. J. Hoar (O.P.).....F 36
 what about nonacademic personnel, D. E. Dickason (O.P.).....Mr 32
 what about nonacademic wages, R. F. Moore (O.P.).....Ap 20
 what about purchasing, H. B. Abbett (O.P.).....Ja 31
 what staff benefits do you provide, H. C. Gregg.....My 6
 Stores: See Purchasing and Stores
 Streit, Selma, So we modernized commons.....Ja 21
 Student Funds, can veterans live on their government allowances.....Ja 27
 food service on cooperative plan, G. C. Hoke.....F 29
 work program for students (Q.A.).....My 34
 Subscriptions: See Endowments
 Surety Bonds: See Insurance
 Surveys: See Statistical Studies

Teachers College, Columbia University, it's not size, it's system in bookstores, A. E. Knutson.....Ap 30
 linens, their purchase and handling, E. Gibbs.....My 20
 Texas College of Arts and Industries, dormitories flank dining hall, G. F. Denniston.....Ja 13
 meats laboratory for teaching and research, R. W. Snyder.....J 16
 Thiessen, Emma J., High altitude cooking.....Ap 32
 Toedtman, James, New Sturges hall, aged 91.....Ja 14
 Toll, H. C., Cross plan selected for Denver (P.).....Mr 14
 Training: See Personnel
 Transportation, bus service (Q.A.).....F 37
 Trees: See Grounds
 Trent, W. J., Jr., United Negro college fund sets pattern in finance.....J 21
 Trustees: See Governing Boards
 Tuition, amended payment procedures on V.A. contracts, N. R. Henson.....Ja 10
 Carleton tries flat fee, B. Pollock.....Ap 7
 that problem of student accounts, J. L. Browning.....Mr 25

Unions: See College Unions
 Unit Costs: See Finance
 University of Chicago, faculty contracts restrict outside income, R. Frodin.....J 4
 ground cover as landscape feature, C. F. Mack.....My 24

University of Denver, cross plan selected for, H. C. Toll (P.).....Mr 14
 University of Illinois, paper does personnel job, K. G. Hansen.....F 20
 University of Michigan, this building for food only, L. W. Fry.....Ap 15
 University of Nebraska, new armory building, E. L. Davis.....My 10
 University of Oklahoma, decent housing for married students, H. L. Kamphoefner (P.).....Mr 11
 University of Rochester, well planned service building, C. A. Livingston.....J 18
 University of Utah, back to annual orders, W. L. Christensen.....My 23
 University of Virginia, adheres to classic style, Eggers & Higgins and Baskerville & Son (P.).....Mr 8
 University of Wyoming, high altitude cooking, E. J. Thiessen.....Ap 32
 Utilities, seven years of generating electric power, A. B. Lambdin.....My 29
 See also Plant Operation and Maintenance

Vanderbilt University, seven units in Vanderbilt quadrangle, G. D. Henderson (P.).....Mr 16
 Veterans, are we G.I. crazy (Ed.).....Ap 3
 can veterans live on their government allowances.....Ja 27
 federal funds go to college, E. V. Hollis.....Ap 23
 hurry-up housing, L. Barrows.....F 14
 Veterans Administration, amended payment procedures on V.A. contracts, N. R. Henson.....Ja 10
 Vitali, Andrew, Lost: art of food buying.....Mr 28
 Vocational Education: See Instructional and Research Departments

Water Supply: See Plant Operation and Maintenance
 Weeks, Harold, Where to turn for funds.....My 14
 Wells, Harry L., Good management.....Ja 4
 Western College for Women, science building at women's college.....F 8
 What's New.....Ja 66, F 68, Mr 68, Ap 68, My 68, J 74
 Wheeler, Elmer, Care and feeding of speakers.....F 24
 Whitman College, financing and operating student center, W. S. Anderson.....Ap 11
 Whittlesey, E. D., Instruction comes first (G.E.).....F op. 1
 Winkel, L. W., Training program for maintenance men.....Ja 24
 Workmen's Compensation: See Insurance; Staff Welfare

